

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met at 5:15 on Thursday September 5, 2019 in Conference Room No. 1 at the City Office Building.

Present:	Audrey Nelsen	Chair
	Andrew Plowman	Member
	Julie Asmus	Member

Others present: Finance Director Okins, City Clerk Judy Thompson, Planner Sarah Swedberg and City Administrator Brian Gramentz

Item No. 1 **Call to Order**

The meeting was called to order at 5:15 p.m.

Item No. 2 **Public Comments**

There were no Public comments.

Item No. 3 **Recommended Action Items for the Council**

Set Hearing for Weed/Mowing Special Assessments – (Motion)

Pursuant to Willmar Municipal Code, Chapter 9, Article III concerning the cutting of weeds or grass, and in the case of noncompliance, such work to be performed by the City or its agent, the costs thereof can be certified as a special assessment against the property concerned. And, since there were six parcels where noncompliance occurred, staff was asking the committee to recommend to the Council, to set a public hearing for October 7, 2019 at 7:01 p.m.

It was then moved by Councilmember Plowman, seconded by Councilmember Asmus to recommend that the City council set a public hearing for 7:01 p.m. on October 7, 2019.

Main Street Budget Amendment – (Resolution)

Willmar Main Street is currently pursuing the organization of a new event downtown called “Touch-a-Truck” and would like to charge business participants in order to cover marketing and staff time. The participant fee is recommended to be set at \$100 to participate, with a goal of 16-20 businesses. This would allow the event to remain free for all community members to attend, and would require a budgetary amendment of \$1,600 to record the estimated revenue and anticipated costs.

It was moved to recommend by Councilmember Asmus, seconded by Councilmember Plowman to introduce a Resolution to amend the Main Street budget by \$1,600.00.

Preliminary Budget for Local Option Sales Tax – (Resolution)

The Local Option Sales Tax Project Budgets will be proposed and discussed during the 2020 Budget process as the tax will be implemented October 1, 2019. Staff was recommending that a preliminary budget be considered to account for taxes collected in the months of October thru December and then reallocated to the project budgets once finalized in 2020.

The estimated amount of collections in the three-month period is estimated to be approximately \$750,000.

It was then moved by Councilmember Asmus, seconded by Councilmember Plowman to recommend a resolution to set the Preliminary Budget for the Local Option Sales Tax at \$750,000.

Re-appropriation of Funds for Dorothy Olson Aquatic Center – (Resolution)

The 2019 Capital Improvement Program includes \$200,000 for the DOAC pool resurfacing project. Bids were requested to replace the pool plaster finish and provide and install a pH adjustment system and opened on April 25th. Since the bids were significantly higher than budgeted, the project was rebid and adjusted to include replastering the pool tile. Alternates included:

B: Acid-Rite pH control system

C: Poolside climbing wall

D: Concrete for the patio deck.

Bids were opened Wednesday September 4th at 1:30 p.m. The Public Works/Safety Committee recommended awarding the Base Bid with alternates B and C in the amount of \$243,447, needed to fund the shortfall of \$43,447.

After the discussions between the City Engineer and the Finance Director, staff was recommending the excess dollars from the Pro Patch Trailer be re-appropriated to cover the shortfall.

It was the moved by Councilmember Asmus, seconded by Councilmember Plowman to recommend a Resolution to re-appropriate \$43,447 from the Pro-Patch Trailer to the Aquatic Center resurfacing.

Item No. 4 Discussion Items by the Committee

The committee reviewed and discussed the recommendations for updating the City Purchasing Policy. The recommendations would basically change the policy to follow MN Statute 471.345. This way as the State changes the Statute the policy would automatically change and the Council would not have to take action to amend. Staff was directed to place this item for action at the next meeting. The committee also discussed the upcoming meeting schedule and directed staff to schedule special meetings to discuss the Preliminary Tax Levy for September 26th, inviting the whole City Council for input. Also scheduling November 21st regular meeting, with full council input to recommend a final budget for the December 2nd Truth in Taxation meeting.

There being no further business to come before the Committee, the meeting was adjourned at 6:20 p.m. by Chair Nelsen.

Respectfully submitted,

Steven B. Okins
Finance Director